

Lowestoft Town Council

For the attention of all Councillors

You are summoned to attend a **Full Council** meeting of Lowestoft Town Council, which will be held at **Hamilton House, Battery Green Road, Lowestoft, NR32 1DE** at **18:30** on **Tuesday 27 October 2026**.

The meeting is held in accessible premises and open to the public and press to attend.

Those attending shall be informed that the meeting may be reported on (including recording, photographing and filming). This does not apply to confidential items. Comments can also be submitting regarding any item on the agenda in advance of the meeting. Members of the public can join the meeting remotely via [Teams](#). The meeting can also be observed via [YouTube](#).

In providing any comments members of the public accept that, where they are suitable, they may be considered at the meeting and published in our minutes. Any individual submitting the comments should ensure that their name, address and contact details are included in their communication and should note that anonymous submissions will not be accepted. Members of the public accept that their name may be noted and recorded at the meeting. However, their contact details will not be noted and reported publicly.

Councillors must register relevant interests and declare them at a meeting if they have such an interest in a matter to be considered. Under the Localism Act 2011, a councillor with relevant interests in matters on the agenda cannot take part or vote on those matters, unless they have been granted a dispensation. Under the Council's Code of Conduct, a councillor must leave the meeting room if they have such an interest, unless they have been granted a dispensation. There may be other interests or matters in which councillors might be considered to be biased or predetermined in which case they will need to consider whether they should leave the room.

The Council has a duty to pay due regard to preventing crime and disorder and to conserve biodiversity as part of relevant decisions.

S. L. Foote

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Sarah Foote, Town Clerk
21 October 2026

Lowestoft Town Council

Full Council

Hamilton House, Battery Green Road, Lowestoft, NR32 1DE

18:30 on Tuesday 27 October 2026

AGENDA

124 Welcome

To explain the fire evacuation procedure, welcome the meeting, and remind councillors and members of the public of the right to report.

125 To receive and consider approval of apologies for absence from any Councillors not in attendance

126 Declarations and dispensations

126.1 To receive declarations of Disclosable Pecuniary, Other Registerable and Non-Registerable interests, and of bias and pre-determination on items on the agenda

126.2 To consider written requests for dispensations for interests and note dispensations granted

127 To consider the draft minutes and confidential note of the Full Council meeting on 29 September 2026

128 Public forum

An opportunity for the public to make comments on any matters on this agenda, and to consider any advance comments from the public.

128.1 To receive a presentation from the Lowestoft Pride in Place Board

129 Finance and Governance

129.1 To receive and consider the following:

1. 2026 - 2027 budget and reserves
2. Any bank reconciliations
3. Payments and income for the month ending September 2026 and October 2026 to date (see schedules)
4. Payments for approval

129.2 To consider the following recommendations from the Finance and Governance Committee:

1. To not renew the existing software package and migrate to a new package (confidential)
2. To adopt the Co-option Policy (subject to any amendments)
3. To adopt the IT Policy with no amendments
4. To adopt the Financial Regulation (subject to amendments)

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129.3 To note the BoxUp at Denes Oval has completed its one-year rental and consider purchase of the unit for £6,200

This expenditure has been budgeted for under Capital Investment

129.4 To consider matters relating to the Town Council making applications for external funding (confidential)

The Finance and Governance Committee have sent this item with no recommendation

130 Town Hall Project

130.1 To receive and note a progress report from the Project Manager (some aspects may be confidential)

130.2 To consider any recommendations from the Town Hall Project Committee which require authorisation from Full Council to progress

131 Marina Theatre (some aspects may be confidential)

131.1 To consider an application for sponsorship

131.2 To consider matters relating to financial support

131.3 To consider matters relating to lease of the Marina Theatre

132 Assets, Inclusion and Development

132.1 To consider the following recommendations from the Assets, Inclusion and Development Committee:

1. For uncommitted CIL reserve be allocated to the proposed pump track and for direct funding of remaining costs, pending confirmation of other grant applications
2. To authorise a new tree audit and condition survey, with work to commence in autumn 2027, and a maximum budget of £20,000
3. To submit written representation to the NHS Reviewing Body to express concern on the potential closure of James Paget A&E and request the withdrawal of these options. Separately, under Freedom of Information, to request the minutes of the meeting where these options were discussed

133 Personnel

133.1 To consider a recommendation from the Personnel Committee to enact sanctions on Councillors who have not completed mandatory training

133.2 To consider matters relating to Council decision to obtain enhanced DBS checks

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134 Climate and Ecological Emergency

134.1 To consider a recommendation for East Coast College to be given permission to name an award in memory of the late Councillor Wendy Brooks

135 To agree on items and representatives for the next East Suffolk Council Quarterly Liaison meeting

The next meeting is scheduled for 16 November 11:30 at Hamilton House

136 Outside bodies

136.1 To receive and note a report from the First Light Festival Steering Group meeting on

136.2 To receive and note a report from the Marmot Workshop Group meeting on

136.3 To consider Town Council involvement in the Clear Hold Build Project

137 Date of next meeting

Tuesday 24 November 18:30

138 Items for the next agenda and close

139 Admission to Meetings

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted, namely any legal and employment issues relating to the matters on this agenda, including the following:

Any matters, including those above as required